



Colorado State Purchasing Office

eProcurement Solutions Request for Information RFI-TS-00004-10

**Issued on behalf of the State of Colorado, the
Western States Contracting Alliance (WSCA) and
other Authorized Purchasers**

March 8, 2010

Executive Brief from The Colorado State Purchasing Office Regarding eProcurement Solutions Request for Information (RFI) RFI-TS-00004-10

The State of Colorado plans to establish a statewide centralized electronic procurement system which allows the utilization of technology to create a more efficient delivery of state procurement services. The Western States Contracting Alliance (WSCA) shares this vision and has agreed to sponsor the State of Colorado's Purchasing Office as a lead state for the discovery of potential software service providers with proven solutions.

While there may be some variability in the procurement laws and practices of different states, WSCA has historically developed methods to bridge those differences to leverage the public procurement and market making principles into a portfolio of successful contracts available for use by its member state government purchasing organizations and their cooperative members in education and local government.

In recognition of the speed with which a software as a service (SaaS) solution could be deployed and of the number of eprocurement systems and integration vendors available, our conclusion is that there must be a number of vertical market providers for the government sector.

The purpose of this RFI is to prove or disprove that conclusion and to gather enough market intelligence about the potential benefit of a complete eprocurement solution or a suite of eprocurement components. These components could begin to deliver immediate benefits to the state procurement operations at the State of Colorado and for the WSCA organization and its member states. The first deliverable expected for the State of Colorado will be the electronic catalog enablement of its contract portfolio and the replacement of its vendor registration/notification and solicitation posting system.

The states are also very interested in tools that can be used to leverage the data from the purchasing activity into procurement planning actions that are more responsive to the product and service demands and the commodity and service conditions of the market. Without such tools the states are limited to term contract strategies, which have been less effective in times of changing budgets, socioeconomic goal changes, and changing markets.

Many government purchasing organizations operate with a variety of budget and funding models that will require this RFI to also deliver viable cost options to create access for state purchasing organizations using different business operational methods.

The 2009 annual spend on the portfolio of 138 WSCA contracts (for 28 commodities/services) was nearly \$6 billion. The WSCA member states also manage spend via non-WSCA contracts in the multi-billion dollar range as well. The WSCA organization and the WSCA member states see this RFI as the beginning of a rich opportunity for a business partnership to further leverage that spend in markets for both goods and services and very much encourages and looks forward to responses to this RFI and the opportunity to use the RFI results to publish a Request for Proposals (RFP) in the calendar year 2010.

SECTION 1 – GENERAL INFORMATION

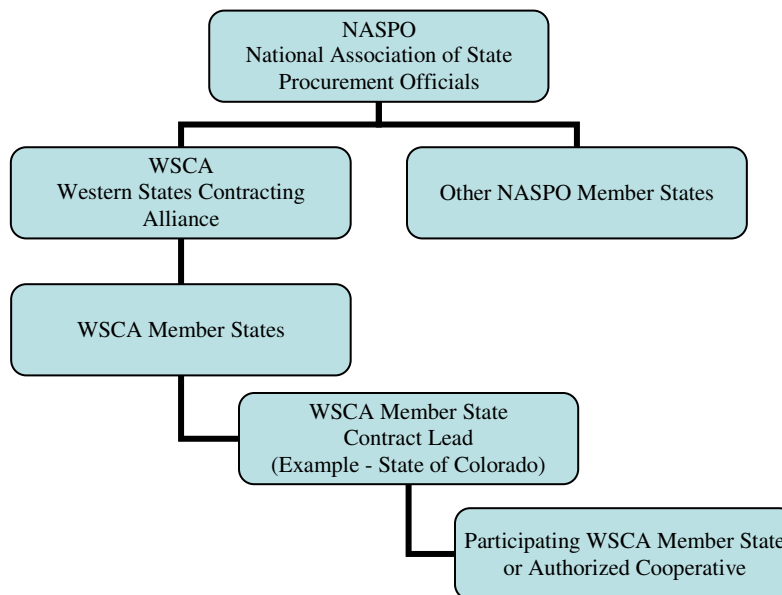
1.1 Purpose of Request for Information for eProcurement Solutions

The Colorado State Purchasing Office (CSPO) on behalf of the State of Colorado and its agencies and institutions, the Western States Contracting Alliance (WSCA) and the National Association of State Procurement Officials (NASPO) is issuing this Request for Information (RFI) to acquire information regarding available eProcurement Solutions. Please note that this is not a solicitation for products and/or services and will not result in an award or contract. The specifications and information gathered from this RFI will be used to evaluate the offerings of the current marketplace and may lead to the development and preparation of a Request for Proposals (RFP). Please see Appendix A for a more complete overview of the organizational entities involved with this RFI.

The CSPO is soliciting information from commercial vendors, application service providers, associated integration service providers, and other interested parties capable of assisting the State of Colorado and WSCA in meeting its objectives for a more efficient delivery of state procurement services. Information submitted by any interested party will be done so voluntarily and with the understanding that this RFI is for information gathering purposes only and is not a formal solicitation. A formal RFP may be issued as a result of, and subsequent to, this RFI. Similarly, cost information will be used solely for the purposes of performing a market analysis and establishing a potential target budget for the acquisition of the necessary products and services for eProcurement Solutions. Information presented during this information gathering process will not be considered as a response to any solicitation subsequently issued by the CSPO.

Respondents may be asked to provide a demonstration of their products and services. This would include a guided tour of the product, business capabilities and technology. Demonstrations may be presented at a State of Colorado site, at a current government customer site, or through Internet web conferencing or a combination of all three. No compensation will be made by the CSPO or WSCA for demonstrations.

Figure 1: Organizational Information



For the purposes of this eProcurement Solutions Request for Information (RFI) the State of Colorado is acting as a WSCA Contract Lead. Please see Appendix A for a more complete overview of the organizational entities involved with this RFI.

1.2 Vendor Inquiries and Questions

Respondents may submit email, written or fax inquiries and questions concerning this RFI to obtain clarifications on the information requested. All inquiries and questions are due no later than Wednesday, March 24, 2010 at 5:00 PM (MDT). The Colorado State Purchasing Office prefers that all inquiries and questions be sent via electronic mail with the RFI number in the subject line. Inquiries and questions must be submitted by way of one of the following three methods though e-mail is preferred:

E-mail

Send to Tom Spiker at tom.spiker@state.co.us (Please put "RFI-TS-00004-10" in the subject line)

Written

Colorado State Purchasing Office
Attn: Tom Spiker - RFI-TS-00004-10
633 17th Street, Suite 1520
Denver, Colorado 80202-3609

Fax

Fax to: 303.866.6016
Attn: Tom Spiker
Subject: RFI-TS-00004-10

Note: Please be sure to submit written or faxed inquiries and questions to the attention of Tom Spiker with a reference to "RFI-TS-00004-10" to ensure proper delivery.

This solicitation is published using the Colorado Bid Information and Distribution System (BIDS). BIDS and its registration information may be linked through the "State Purchasing Office" link at <http://www.gssa.state.co.us>. Response to questions (if required) will be published as a modification on the BIDS system in a timely manner. Respondents should not contact any other state office or individual regarding this RFI. Respondents are responsible for monitoring BIDS for the publication of any and all modifications to this RFI. The BIDS Help Desk can be reached at 303.866.6464 for further assistance.

1.3 Submission Instructions

The Colorado State Purchasing Office will gladly accept responses anytime through Friday, April 9, 2010 at 5:00 PM (MDT). Responses received after this date may or may not be considered for review. Responses should be prepared simply and economically, and provide a straightforward and concise explanation of the information requested to be furnished. Emphasis should be on completeness and clarity.

Please submit one (1) hardcopy original and one (1) electronic copy of your response to the following address:

Colorado State Purchasing Office
Attn: Tom Spiker – RFI-TS-00004-10
633 17th Street, Suite 1520
Denver, CO 80202-3609

The electronic portion of the submittal may also be submitted to Tom Spiker via e-mail at: tom.spiker@state.co.us

1.4 Confidential/Proprietary Information

Any restrictions on the use or inspection of material contained within the responses, outside of the process identified in Section 1.5 below, shall be clearly stated in the response itself.

1.5 Disclosure of Responses

The CSPO reserves the right for information submitted in response to this RFI to be reviewed by state purchasing directors and staff, information technology staff and financial staff from state agencies, institutions of higher education and local political subdivisions of each of the WSCA member states as it relates to the development of an RFP for eProcurement Solutions. Otherwise, the materials submitted in response to this RFI will not be publicly disclosed or available as open records at any time.

SECTION 2 – SCOPE OF THE PROJECT

2.1 Overview

The Colorado State Purchasing Office (CSPO) participates with the Western States Contracting Alliance (WSCA) on a number of WSCA awarded contracts. The CSPO determines whether it is in the best interest of the State of Colorado to participate with any given WSCA Contract. If the CSPO determines it is in the best interest of the State, the CSPO then proceeds with the steps necessary to establish a State Price Agreements for these contracts. While only a portion of the Colorado State Price Agreements result from a WSCA Contract, the spend against the WSCA Price Agreements accounts for nearly 40% of the total State of Colorado Price Agreement spend.

In June of 2009, the Governor of the State of Colorado signed Senate Bill 09-099 calling for a “statewide centralized electronic procurement system to allow the utilization of technology to create a more efficient delivery of state procurement services.” The Western States Contracting Alliance shares this vision and has agreed to sponsor the State of Colorado Purchasing Office as a lead state for the discovery and possible contract for such a solution.

2.2 Goal

The goal of this RFI is to identify eProcurement Solution Services to substantially meet the business requirements of the State of Colorado Purchasing Office and other participating WSCA State Offices, while also bridging the eProcurement challenges of varying business rules, stakeholders, legacy eProcurement and financial systems, and their respective capacities for budget, technology, and organizational change.

At this time, 8 preliminary performance measures have been identified for consideration of the RFI results. The measures and corresponding codes are summarized in the table below.

Figure 2: Performance Measure Description

Code	Performance Measure Description	Occurrence
AMI	Account Management Improvement	1
CBI	Contract Business Improvement	8
CMI	Contract Management Improvement	4
CUI	Contract Utilization Improvement	3
DMI	Demand Management Improvement	2
PII	Purchasing Infrastructure Improvement	10
PMI	Purchasing Management Improvement	2
SMI	Sourcing Management Improvement	3

Figure 3: Identified Challenges

Figure 3 provides a list of challenges that have been identified to determine if they can be addressed by an eProcurement Solution. Each of these has been assigned one or more of the performance measure category codes established in Figure 2.

Reference #	Code(s)	Challenge
1	PII	There is limited state knowledge of a comprehensive software-as-a-service (SaaS) solution that provides eProcurement tools and services via secure internet access that assist in the automation of the procurement process.
2	CBI	Some states may need a complete source-to-settle solution which enables government offices to efficiently manage every aspect of the procurement process by way of enabled state and WSCA contract catalogs. Related processes include but are not limited to sourcing, requesting, purchasing, receiving, invoicing, and

Reference #	Code(s)	Challenge
		payment.
3	CBI	State governments struggle to provide an efficient and consistent electronic buying experience for state agencies, institutions of higher education, cities, counties, school districts, political subdivisions and all other authorized purchasers.
4	AMI	Various state budget and funding models require solution provider(s) to offer diverse funding options that include but are not limited to subscription, transaction based and supplier funded.
5	PII	States may need solution provider(s) who can offer modular components which can be effectively used individually or together depending on the need over time.
6	PII	States require a solution that can be made compatible with and able to readily interface or integrate with other information and networking systems including the leading ERP systems and legacy eProcurement and financial systems.
7	PMI	Most states will require a solution that can accommodate and promote the use of procurement cards as a payment mechanism.
8	CMI	WSCA needs a central repository for WSCA contracts with features to enhance access to contract data in useful forms.
9	CUI	WSCA needs a solution to help increase awareness of and the use of current and future WSCA contracts.
10	CBI	States need to provide end-users with search engines and award analysis and comparison tools which would allow for more efficient use of contracts that have multiple awarded vendors.
11	DMI, CUI	States need tools to promote the aggregation of data & purchases among participating states.
12	CBI	WSCA needs tools to improve reporting and administration efficiencies for WSCA lead states and vendors.
13	PII, SMI	States need systems that promote self-service vendor registration and the ability to monitor the vendor registration and recruitment activity.
14	PII, SMI	States need the ability to allow individual states to post formal and informal solicitations online.
15	PII, SMI	States need access to a system that can provide registered vendors with automated notification of bid opportunities.
16	PII, PMI	States need access to electronic requisitioning, purchase order, invoicing and payment systems to include workflow and associated approval(s).
17	PII, CMI, CUI	States need the ability to quickly create an electronic catalog solution for a small business with limited or no technology assets beyond an internet connection.
18	CMI, CBI	WSCA needs tools for the auditing of vendor catalogs based on the quality and verification of pricing for the product or service awarded in the corresponding WSCA contracts.
19	CBI	States need access to tools for managing electronic documents with data retention cycles suitable for state's record retention requirements. (Typically 5 to 10 years.)
20	PII	States need access to tools that meet their state's data security standards for encryption and login identifications and passwords.
21	CBI	WSCA needs flexible tools that can offer filtered state views of the WSCA contracts represented as a menu of contract electronic catalogs governed by a table of signed participating addendums for each state participating in each WSCA contract.
22	CBI	States need access to tools with the ability to identify and promote awarded products or services meeting a range of specific criteria: socio-economic status, green certified, M/W/SBE.
23	DMI, PII	States need access to tools with the ability to communicate and confirm transactions via email, telephone text messaging, or a social networking tool.
24	CMI	States need access to tools with the ability for states to add state specific contracts to the same system representing WSCA contracts.

2.3 WSCA Contracts Summary

Contract Pricing Methods

There are currently 138 WSCA contracts for 28 different commodities/services groupings. The contracts have a variety of pricing methods. Some of the contracts are fixed price contracts where the price remains static for the term of the contract. Some contracts are based on a percentage discount "off an established list", and the list price is allowed to adjust on a set schedule (i.e. Quarterly updates). Some contracts require price decreases to be immediately available to the contract users, so price changes are not necessarily on a set schedule. Details of the current contracts can be accessed at: http://www.aboutwsca.org/content.cfm/id/wsca_current_contracts

Contract Customization by State

Not all states embrace all elements of a contract. For example, they may utilize the Office Supplies contract but "block" the ordering of the "furniture" section of the suppliers catalog offering. Many states also have the contract supplier add an administrative fee (i.e. 1%) to the product cost and then remit that fee back to the state. Therefore the contract price may be different from one state to another. Contract vendors customize web sites for individual states. Some contracts are "direct" contracts with manufacturers - meaning the orders are placed, and invoices are generated by the manufacturer. Other contracts may be with the manufacturer but orders are placed with local distributors and the invoice may be paid to the manufacturer, the distributor or both depending on the contract. Please see Appendix B for links to the WSCA, NASPO and individual WSCA State websites.

There are some other areas that present a challenge for the WSCA awards when considering an eProcurement Solution. There are currently no requirements for WSCA awarded vendors to provide electronic catalogs in either a hosted or punch-out format. Another key point to consider is that any solution would be an optional use system meaning there would be no requirements for those utilizing the WSCA contracts to utilize an eProcurement Solution.

SECTION 3 – PROPOSAL RESPONSE FORMAT

Please submit the following in response to this request for information:

- 3.1 One (1) hardcopy original and one (1) electronic copy of your response shall be submitted.
 - 3.1.1 The response should have numbered pages and also include an index and/or table of contents referencing the appropriate page numbers for the given sections.
- 3.2 Please complete and submit Attachment A, *Respondent Information*.
- 3.3 Please complete and submit Attachment B, *References and Performance Fact Sheet*.
- 3.4 Please submit responses to Attachment C, *eProcurement Solution Response Checklist*. Please provide a narrative where requested and indicate whether your existing solution meets the capabilities listed in attachment C by responding with a yes or no and explaining those responses.

Appendix A

Overview of NASPO, WSCA and the Colorado State Purchasing Office (CSPO)

The National Association of State Procurement Officials (NASPO)

NASPO is a non-profit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors of the central procurement offices in each of the 50 states, the District of Columbia and the territories of the United States. NASPO was formally established on January 29, 1947, in Chicago, Illinois. NASPO is an organization through which the member purchasing officials provide leadership in professional public procurement, improve the quality of procurement, exchange information and cooperate to attain greater efficiency, economy, and customer satisfaction.

NASPO's main website can be found by going to the following link:

<http://www.naspo.org>

The Western States Contracting Alliance (WSCA)

WSCA is a cooperative group-contracting consortium for state government departments, institutions, institutions of higher education, agencies and political subdivisions (i.e. colleges, school districts, counties, cities, etc.) for the States of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, and Wyoming. WSCA was formed in October 1993. The purpose of WSCA is to establish the means by which participating states may join together in cooperative multi-state contracting. The mission of WSCA is to implement multi-state contracts to achieve cost-effective and efficient acquisition of quality products and services and sharing among the WSCA participants.

WSCA uses a "Lead State" model in issuing cooperative solicitations. One WSCA state leads the procurement and establishes a Sourcing Team made up of members of other WSCA States. The lead state issues the solicitation and awards the contracts based on that state's statutory requirements and processes. The Lead State owns and manages the contract(s). Once contracts have been executed by the lead state, other WSCA states may then choose to participate with the awarded contracts. The resulting contracts may also be used by other NASPO states with the authorization from the WSCA directors.

WSCA currently has multiple contracts awarded for nearly 30 different commodities and services. Multiple vendors are typically awarded within a solicited category. The awards are collectively utilized by nearly all 50 states.

WSCA contracts have considerable diversity in terms of the end users who utilize the contracts. Contract(s) resulting from a WSCA procurement may be used by State agencies and Institutions of Higher Education as well as the cities, counties, school districts and other political subdivisions within each respective State. The Contract(s) resulting may also be used by other NASPO states with the authorization from the WSCA directors and subject to approval of the individual State Procurement Director and local statutory provisions.

WSCA is a subset of the National Association of State Procurement Officials (NASPO).

The Western States Contracting Alliance's main website can be found by going to the following link:

<http://www.aboutwsca.org>

The current WSCA Contracts can be found by going to the following link:

http://www.aboutwsca.org/content.cfm/id/wsca_current_contracts

Colorado State Purchasing Office (CSPO)

The State of Colorado procures many services and commodities commonly purchased by its agencies, institutions, political subdivisions and non-profits. These procurements are facilitated through the Colorado State Purchasing Office and result in what are referred to as State Price Agreements. The CSPO also works with and participates with WSCA on a number of WSCA awarded contracts. State Price Agreements generally do not have a guaranteed dollar amount, however, as those authorized to utilize the agreements develop a need for one of the services or commodities under agreement, they contact the awarded vendor(s) for the respective agreement. State Price Agreements are issued as either mandatory or permissive though the direction is to make most agreements mandatory. Mandatory agreements must be used by those agencies and institutions bound by the State of Colorado Procurement Code. All State Price Agreements may be used by state agencies, institutions of higher education, political subdivisions or certified non-profits. Agreements generally run for a year, with the possibility of renewal for a set period after the initial year is over.

Colorado is currently using a homegrown system, developed out of Lotus Notes, known as the Bid Information and Distribution System (BIDS). This system is used for the registration of vendors and the public posting and awarding of solicitations as required by State Statute. This system is also used for the public posting of all State Price Agreements currently awarded through the CSPO. BIDS is a web site designed to notify interested vendors of the State of Colorado's intent to purchase goods or services competitively. Since the State of Colorado has a decentralized procurement process, the purchasing agents at the various executive branch agencies post solicitations on BIDS so that the public may know of their intent. For vendors then, BIDS acts as a centralized clearing house of information on bidding opportunities for these agencies. Vendors must be registered with BIDS in order to respond to these bidding opportunities.

In June of 2009, the Governor of the State of Colorado signed Senate Bill 09-099 calling for a "statewide centralized electronic procurement system to allow the utilization of technology to create a more efficient delivery of state procurement services." The Western States Contracting Alliance shares this vision and has agreed to sponsor the State of Colorado Purchasing Office as a lead state for the discovery and possible contract for such a solution.

The Colorado State Purchasing Office's main website can be found by going to the following link:
<http://www.colorado.gov/dpa/dfp/spo/index.htm>

The current Colorado State Price Agreements can be found by going to the following link:
<http://www.gssa.state.co.us/SPAgree>



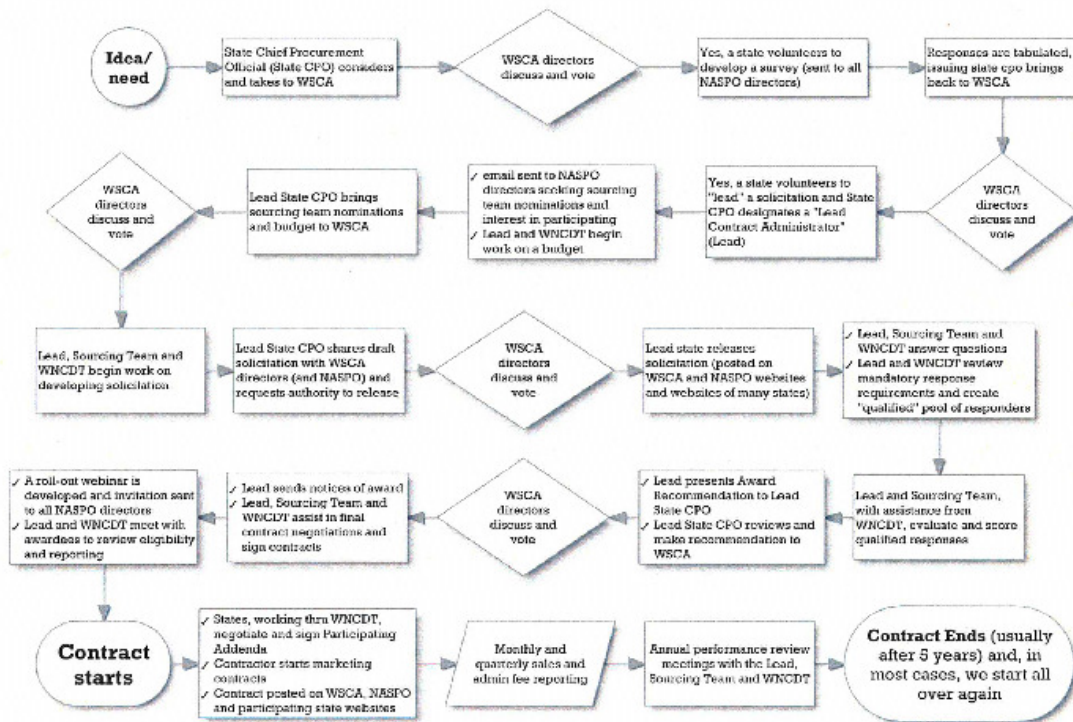
Some definitions:

- National Association of State Procurement Officials (NASPO) – 501(c)(3) professional association of state chief procurement officials. NASPO is the legal entity that represents all the states in their cooperative activity. NASPO has a “board of directors” and a Cooperative Purchasing Committee that are responsible for the organization and its activities. NASPO is divided into four regions, one of which is the Western Region. NASPO releases and manages cooperative contracts for the three regions (Eastern, Southern and Midwestern) not part of WSCA. All 51 entities that make up NASPO are eligible to use any NASPO or WSCA cooperative contract, at its choice.
- Western States Contracting Alliance (WSCA) – the western region of NASPO with two states, Minnesota and South Dakota, added. It is simply a cooperative of those 15 state procurement directors. They talk to each other, work together and have established over the last 18 years a number of cooperative contracts. WSCA does not have a “board,” it is simply a group of 15 state procurement directors.
- WSCA/NASPO Cooperative Development Team (WNCDT) – three consultants, on contract to WSCA, who support WSCA and NASPO cooperative purchasing efforts. One, Doug Richins, works half-time supporting WSCA cooperative contracting. Two, Kathryn Offerdahl and Paul Stembler, work full-time supporting both WSCA and NASPO cooperative contracting. WSCA pays for all the cost of this support.
- State Chief Procurement Official (State CPO) – the official in each state responsible for the state’s central procurement operation. The “member” of NASPO and the focus of all contracting and purchasing decisions.
- Lead State – the WSCA (or NASPO) state that is “leading” the cooperative contract. The contract is issued under that state’s laws, rules and procedures and is signed by that state.
- Lead State Contract Administrator – the designated individual within the lead state responsible for the cooperative contract.
- Sourcing Team – a group of individuals, both for state procurement offices and user agencies who, under the leadership of the Lead State Contract Administrator, develop and create the solicitation, evaluate response, recommend award and continue to act as a resource in managing the contract. These are specific individuals, from specific states.
- Participating Addenda – the legal document signed by all states or other governmental entities eligible to use a cooperative contract. This document is based on the Master Price Agreement (signed between the lead state and the contractor) and applies to transactions and activity within that specific state ONLY. This document allows state’s to tune the relationship established by the Master Price Agreement to its specific statutes, rules and requirements.



WCSA Cooperative Contracting Flow Overview

February, 2010



(Please see the attachment titled "WCSA Decision Tree – Definitions and Overview" for a more legible copy)

Appendix B

Links to Current Contracts

- WSCA Contracts:
http://www.aboutwsca.org/content.cfm/id/wsca_current_contracts
- NASPO Contract List
http://www.naspo.org/content.cfm/id/current_contracts
- Participating WSCA State's Contracts

Participating WSCA State	Contract Website Link
State of Alaska	http://doa.alaska.gov/dgs/cam/index.html
State of Arizona	https://procure.az.gov/bso/external/publicContracts.sdo
State of California	http://www.pd.dgs.ca.gov/Buy/default.htm
State of Colorado	http://www.gssa.state.co.us/SPAagree
State of Hawaii	http://www4.hawaii.gov/priceapps/ShowPrice.cfm
State of Idaho	http://adm.idaho.gov/purchasing/stwidecntrcs.html
State of Montana	http://svc.mt.gov/gsd/apps/TermContractDefault.aspx
State of Nevada	http://purchasing.state.nv.us/services_index.htm
State of New Mexico	http://www.generalservices.state.nm.us/spd/swpa.html
State of Oregon	http://orpin.oregon.gov/open.dll/welcome?language=En
State of South Dakota	http://www.state.sd.us/boa/opm/state_contracts.htm
State of Utah	http://generalservices.utah.gov/statewidecontracts/Contracts.aspx
State of Washington	http://www.ga.wa.gov/Purchase/Contracts.htm

Attachment A

Respondent Information

The purpose of this attachment is to provide the State with the respondent company's general information and contacts for follow-up on any questions, clarifications and to possibly schedule a demonstration of the respondent's products and services relative to this RFI.

Respondent Company

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____

Contact Name: _____ **Phone:** _____

Title: _____ **Email:** _____

Contact Name: _____ **Phone:** _____

Title: _____ **Email:** _____

Attachment B

References and Performance Fact Sheet

The purpose of this attachment is to provide the State with the ability to assess the respondent's prior record and experience in providing similar or relevant solutions to other government agencies, companies and organizations. Respondents shall focus the responses so they clearly correlate present and past performance with the challenges presented in this RFI. Respondents may use links, figures, drawings or flowcharts detailing their process and outcomes, examples of problems and their resolution, and must provide current and credible contact information with the clear understanding that this information will be considered as part of the RFI review process. At a minimum, include a comprehensive project description, performance period, and the name, organization, phone number and e-mail of the client's project manager or current representative who can validate the nature and quality of the respondent's participation.

Respondents shall complete and submit a separate *Reference and Performance Fact Sheet* for each recent project it has completed that is similar in size, scope and type as relative to this RFI. Recent projects are defined as projects that have been completed within the past five (5) years. If the respondent has completed more than three projects during this time period, submit the three most similar and relevant.

The State may contact the client project managers/representatives and points of contact listed to validate the nature of the respondent's experience, as well as other individuals that may be identified during the course of those discussions as having additional relevant information. The CSPO reserves the right to consider representations by those individuals concerning project scope, timeliness of performance, project management capabilities, or other information relevant to evaluating the respondent's past experience and demonstrated capabilities.

Respondent Company Name: _____

Select your company's role in the eProcurement Solution for this Project:

Complete eProcurement Solution

Partnered Solution (If checked, please provide detail on the partners contribution)

Name of Client/Customer: _____

Project Title: _____

Contract Number: _____

Performance Period: _____ (mm/dd/yyyy) to (mm/dd/yyyy)

Customer's Primary Contact/Project Manager: _____

Phone: _____

Email: _____

Customer's Secondary Contact: _____

Phone: _____

Email: _____

Provide a comprehensive overview of this project and the relevant correlation to Colorado/WSCA's requirements. Include examples of your process and outcomes, problems and resolutions, system/application product samples and the level of customer satisfaction.

Attachment C

eProcurement Solution Response Checklist

The purpose of this attachment is to obtain more information on the solutions offered in the current marketplace by the respondent companies.

Reference	Demonstration of Understanding	Response Narrative
1.1	Provide a summary of your understanding of the scope of this RFI and the overview and goals as outlined herein, and how your company is positioned to address those needs.	
1.2	Provide a brief overview of your company and its vision in providing eProcurement Solutions to the public sector in general, and State and Local Government specifically. Explain how this vision is consistent with or different than the vision for non-governmental entities.	
1.3	Provide your view of how a partnership can be set up between your firm and the State of Colorado and WSCA.	

Reference	Solution Questions	Yes/ Explain	No/Explain
2.1	Is your solution supported through an ASP (Application Service Provider) hosted model?		
2.2	Does your solution utilize a web browser interface to allow state and local government agencies, and vendors with internet access to utilize the system without the need to obtain any proprietary software?		
2.3	Is your solution a comprehensive system that addresses the entire procurement process? This includes everything from sourcing, contracting and electronic catalog enablement to the creation of requisitions and purchase orders.		
2.4	Does your solution include an online, self-service bidder registration component? Our expectation is that vendors must be responsible for maintaining their registration information through the application service provider.		
2.5	Is your solution capable of providing selective e-mail and fax notification of bidding opportunities to registered bidders and posting of all solicitation opportunities to an online public site?		
2.6	Is your solution capable of allowing the procuring entity to limit notification of informal solicitation opportunities to a		

Reference	Solution Questions	Yes/ Explain	No/Explain
	select category of suppliers, and to prevent selected informal solicitations from being posted on the online public site?		
2.7	Does your solution allow buyers to prepare solicitation documents online?		
2.8	Does your solution automatically generate an electronic document in Adobe PDF or other acceptable format that can be provided to suppliers wishing to submit hard copy bids or quotes in response to a solicitation?		
2.9	Does your solution provide for the submission of sealed bids from vendors over the internet, with appropriate security to ensure that bids cannot be opened or viewed prior to the scheduled opening date & time, except that the bidder may make revisions to their own bid prior to the bid opening?		
2.10	Does your solution provide for the submission of informal, unsealed electronic quotes from vendors over the internet?		
2.11	Does your solution automatically tabulate bids or quotes after they are opened, and if approved by Procurement Management, makes the tabulations available for viewing over the Internet?		
2.12	Is your solution capable of allowing the procuring entity to choose to display only the proposal of the awarded vendor in the public bid tabulation in the example of a request for proposals?		
2.13	Is your solution capable of notifying the low bidder of the award via e-mail?		
2.14	Is your solution able to generate a searchable contract catalog for use by states and local agencies? Does the catalog utilize a shopping cart function for purposes of ordering contract items?		
2.15	Does your solution allow the supplier or procurement system provider to make updates to contract catalogs only after approval from the authoritative entity?		
2.16	Does your solution allow for the utilization of the NIGP commodity codes for bidder registration and item categorization? If no, what other formats do you support (SIC, UNSPSC, etc.)?		
2.17	Is your solution capable of allowing electronic requisition preparation		

Reference	Solution Questions	Yes/ Explain	No/Explain
	through the system, with the capability of appropriate workflow approvals?		
2.18	Does your solution provide for the issuance of electronic purchase orders to vendors?		
2.19	Does your solution allow for the use of a state purchasing card for the purchase of items on the electronic contract catalogs created through the solution?		
2.20	Is your solution capable of providing detailed reports of electronic contract catalog usage by state and local agencies? What are the different levels of access for reporting?		
2.21	Does your solution provide an audit trail for all system access, transactions and correspondence conducted through the system?		
2.22	Does your solution provide security features for the data transmitted through the solution?		
2.23	Is your solution capable of storing records for a period of up to ten years?		
2.24	Is your solution scheduled to provide enhancements or features within the next year that are not currently provided?		
2.25	Does your solution offer modular components that procuring entities can activate based on individual needs?		
2.26	What kind of vendor tools/portals do you offer?		
2.27	Is your solution capable of offering catalog enablement to a master contract with a manufacturer/supplier that offers its products/services through a network of resellers and distributors? Examples are the WSCA Computer and Tire contracts.		
2.28	Does your solution provide for an ADA compliant environment where qualified individuals with disabilities are provided equal access to programs, services, or activities and communications are effectively provided to persons with disabilities?		
2.29	Does your solution allow for both the punch-out and punch-in of data from vendor hosted sites?		
2.30	Does your solution offer a reverse auctioning functionality?		
2.31	Does your solution offer aggregation tools for multiple entities to combine like requirements for solicitation?		

Reference	Fee Structure	Response Narrative
3.1	Please provide a summary on how you structure your pricing and, considering the scope of this RFI, any pricing considerations you may want us to be aware of. Identify all parties likely to be charged a fee.	
3.2	Are there license fees and if so how would those fees be charged organizationally?	
3.3	Are there annual service charges?	
3.4	How are catalog enablements charged? Is customer size or other metrics a consideration?	
3.5	If modular based, how are modules separately charged? Is customer size or other metrics a consideration?	
3.6	How are implementation fees structured and what are the general components of implementation?	
3.7	How do you size your solution for your customer(s)?	
3.8	How do you structure discounts for your services and products? With this cooperative concept what are your ideas in this area?	

Reference	Purchasing & Contracting Process Improvement	Response Narrative
4.1	For many states, purchasing happens on paper or email order forms without electronic records that can be reasonably managed. Accounts payable functions are mostly electronic; however they usually do not record sufficient data to relate back to original purchase records. This makes spend management at best an estimate and at worst a paper chase with little opportunity to return management value to the purchasing manager. Please provide an example of how your software and services could help the purchasing manager to realize value from this situation that could be used to improve contract usage, pricing, and contract performance.	
4.2	Please give an example of performance measures and methods your software and services could provide for base lining contract performance and for collecting statistically significant data to measure change against that baseline.	
4.3	For the WSCA or state team, and the contract vendors with catalog product and price updates, please identify the knowledge and skills, infrastructure and resources, they will need to effectively deploy the software and services you are likely to recommend for this line of business.	
4.4	Give 3 reasons why a state purchasing office agent would be compelled to want to use your products and services.	
4.5	Give 3 reasons why a state staff person that needs to make a purchase and may not know if there is a contract to use, would be compelled to want to use your products and services.	
4.6	Give 3 reasons why a state contract vendor with a product and price list update, would be compelled to	

	want to use your products and services.	
4.7	Give 3 reasons why a state purchasing office manager would be compelled to want to use your products and services.	
4.8	Give 3 reasons why a state auditor would be compelled to want to use your products and services.	
4.9	Give 3 reasons why a state chief information officer would be compelled to want to use your products and services.	
4.10	Give 3 reasons why a state chief financial officer would be compelled to want to use your products and services.	
4.11	Give 3 reasons why a state legislator would be compelled to want to use your products and services.	
4.12	Beyond the specific challenges identified in this RFI, can you identify other ways that your software and services could improve the efficiency of state procurement and contract service delivery?	